

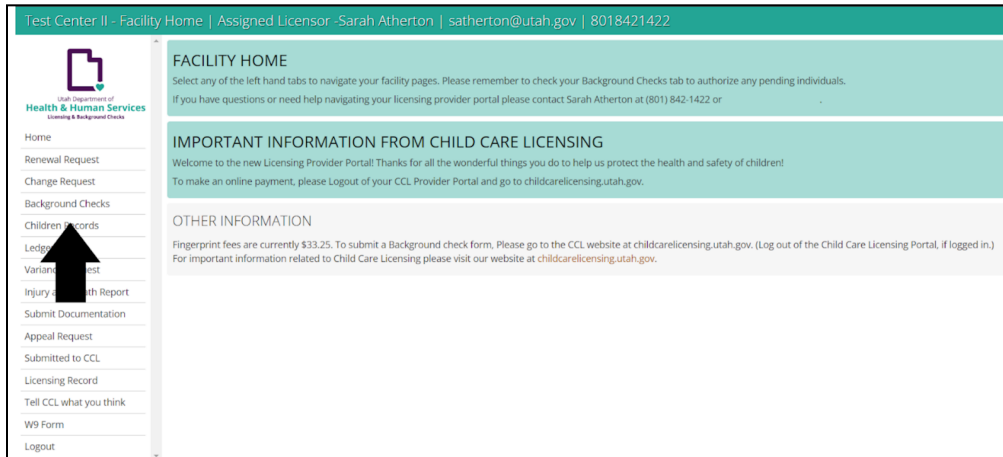
Youth and Early Care Workforce Bonus

How to Add Employee Roles in the Child Care Licensing Portal

If you do not see your correct “Current Role(s)” listed on your Care About Childcare profile’s “Contact Information” page, your employer will need to add or edit your role(s) in the Child Care Licensing (CCL) Portal.

Below are instructions on how to assign roles to your employees in the CCL Portal for program/facility administrators (owners, licensees, directors):

1. Go to <https://ccl.utah.gov> on Utah’s Child Care Licensing Program website, and log in using your UtahID. After logging in, click “Background Checks” in the left-hand menu.



Test Center II - Facility Home | Assigned Licensor -Sarah Atherton | satherton@utah.gov | 8018421422

Utah Department of Health & Human Services
Licensing & Background Checks

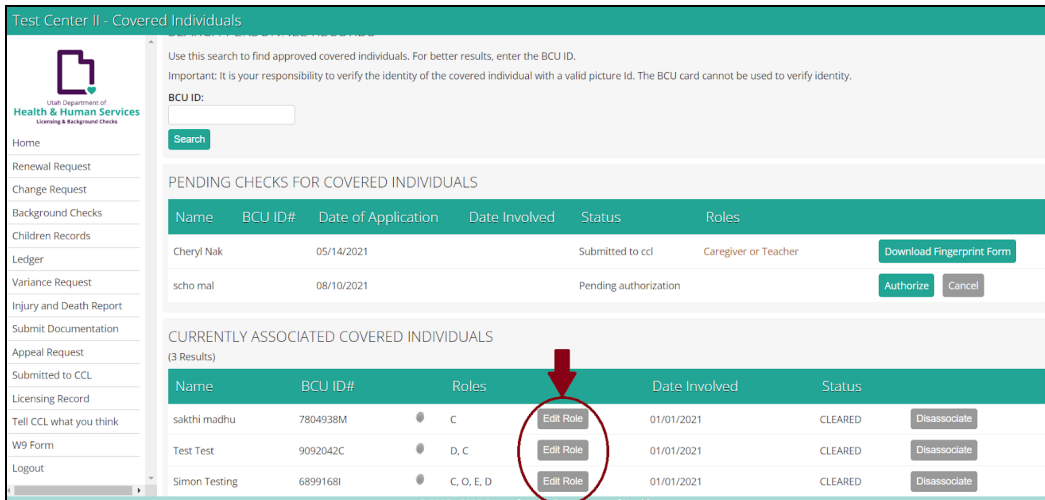
Home
Renewal Request
Change Request
Background Checks
Children Records
Ledger
Variance Request
Injury and Death Report
Submit Documentation
Appeal Request
Submitted to CCL
Licensing Record
Tell CCL what you think
W9 Form
Logout

FACILITY HOME
Select any of the left hand tabs to navigate your facility pages. Please remember to check your Background Checks tab to authorize any pending individuals. If you have questions or need help navigating your licensing provider portal please contact Sarah Atherton at (801) 842-1422 or

IMPORTANT INFORMATION FROM CHILD CARE LICENSING
Welcome to the new Licensing Provider Portal! Thanks for all the wonderful things you do to help us protect the health and safety of children! To make an online payment, please Logout of your CCL Provider Portal and go to childcarelicensing.utah.gov.

OTHER INFORMATION
Fingerprint fees are currently \$33.25. To submit a Background check form, Please go to the CCL website at childcarelicensing.utah.gov. (Log out of the Child Care Licensing Portal, if logged in.) For important information related to Child Care Licensing please visit our website at childcarelicensing.utah.gov.

2. Go to the section titled “Currently Associated Covered Individuals.” Review the roles assigned to your employees to ensure they are current and accurate. If not, click the “Edit Role” or “Add Role” button on the row next to the name of the individual who needs roles edited or added.



Test Center II - Covered Individuals

Use this search to find approved covered individuals. For better results, enter the BCU ID.
Important: It is your responsibility to verify the identity of the covered individual with a valid picture id. The BCU card cannot be used to verify identity.

BCU ID:
Search

PENDING CHECKS FOR COVERED INDIVIDUALS

Name	BCU ID#	Date of Application	Date Involved	Status	Roles	
Cheryl Nak		05/14/2021		Submitted to ccl	Caregiver or Teacher	Download Fingerprint Form
scho mal		08/10/2021		Pending authorization		Authorize Cancel

CURRENTLY ASSOCIATED COVERED INDIVIDUALS
(3 Results)

Name	BCU ID#	Roles	Date Involved	Status	
salkhi madhu	7804938M	c	01/01/2021	CLEARED	Disassociate
Test Test	9092042C	D, C	01/01/2021	CLEARED	Disassociate
Simon Testing	6899168I	C, O, E, D	01/01/2021	CLEARED	Disassociate


3. A “Create New Association” page will pop up. Select all roles that apply to the employee, and click the “Save” button.

Create New Association

Please select all applicable roles this individual fills in your facility


Owner/Licensee/Certificate Holder Director Board Member Other Staff (such as Cook, Driver, Secretary, etc.) Household Member Volunteer

Caregiver or Teacher Other Individual With Unsupervised Access to Children Business Administrator Director Designee

 Save Close

4. The employee’s role(s) should then appear under the column marked “Roles.”

CURRENTLY ASSOCIATED COVERED INDIVIDUALS
(3 Results)

Name	BCU ID#	Roles	
Test Test	9092042C	D, C	 Edit Role

All employees assigned a Caregiver (‘C’) role in the Child Care Licensing Portal (CCL) are eligible to receive the workforce bonus. This designation in the CCL Portal should include the following types of positions:

- Lead Caregiver or Teacher
- Assistant Caregiver or Teacher
- Substitute/Floater Caregiver or Teacher

Employees 18 or older assigned an Owner (‘O’), Director (‘D’), Director Designee (‘DD’) or Other Staff (‘E’) role in the CCL Portal are also eligible to receive the bonus. These designations in CCL should include the following types of positions:

- Owner or Licensee
- Director
- Assistant Director
- Director Designee
- Onsite Coach or Coordinator
- Onsite Administrative Assistant or Office Manager
- Cook
- Driver
- Custodian or Janitor
- Other Onsite Supporting Staff

If you have questions or need assistance with assigning roles to employees in the CCL Portal, contact your [CCL Process Specialist](#).

If you have further questions about the Youth and Early Care Workforce Bonus, contact OCCworkforcebonus@utah.gov. If you have already accessed the application, include your application ID number in your email.